

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: May 13, 2015

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **PERSONNEL ACTION MANUAL (PAM) REVISION – MAY 2015 - #15-05**

We have updated the Internet version of the Personnel Action Manual (PAM) and the sections below are replaced with the current PDF version for May 2015. You can obtain the manual by accessing the State Controller's Office public website at: [http://www.sco.ca.gov/ppsd\\_pam.html](http://www.sco.ca.gov/ppsd_pam.html).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Vertical revision bars are not for format and minor grammatical changes.

The revised section for the PAM May 2015, is provided below.

**Section 2 PAR Items Lines 1 – 7: 2.77: For S50 – Leave of Absence – Regular**

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV): [http://www.sco.ca.gov/ppsd\\_email.html](http://www.sco.ca.gov/ppsd_email.html).

If you have any comments/suggestions or questions that would benefit the PAM, please contact Alice Contreras at 916-322-0683 or via email [acontreras@sco.ca.gov](mailto:acontreras@sco.ca.gov).

LC:AC:CSS